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Approved For Release 2001/04/10 : CIA-RDP89-01076R000100160114-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Commanding Officer, Administrative/Executive
STATINTL Officer, All Branch Chiefs, [REDACTED] DATE: 7 August 1957

FROM : Alternate TOP SECRET Control Officer

SUBJECT: Custody of TOP SECRET Material

1. It is requested that all TOP SECRET Documents in your custody be reported to the undersigned prior to 1200 hours STATINTL 9 August 1957. In the event you do not have custody of TOP SECRET material, a negative reply should be submitted.

2. The receipt of TOP SECRET Documents in the future should be reported immediately to the alternate TOP SECRET Control Officer.

cc - CO
AX

Branch Chiefs
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TS Control Officer

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FIELD DOCUMENT ROUTING AND ACTION RECORD

Sec 2-3

INSTRUCTIONS: Routing designations, either individuals or units, are to be placed in the "TO" column. Comments are to be numbered to correspond to the number in the "TO" column. Each comment is to be underlined with a line drawn across the "COMMENTS" column. Each recipient of the attached document is to place his initials in the proper space following the corresponding numbered routing. The date the document is forwarded to the next routing is to be placed in the proper column. The last routing on this sheet shall be the unit in which the basic document is to be filed. If the holding unit is other than the central files, the central file shall be the next to the last routing to insure proper control clearances. THIS DOCUMENT ROUTING AND ACTION RECORD IS TO REMAIN ATTACHED TO THE BASIC RECORD DOCUMENT AS A PERMANENT RECORD.

FROM				DOCUMENT SYMBOL AND NUMBER	ACTION SURPASSE DATE	
STATIN	L	TO	LOCATION	DATE FORWARDED		OFFICER INITIALS
	1.	[REDACTED]		8/8/57	CFH RR	Comments: Negative reply submitted 8/8/57. RR
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	11.					
	12.					
	13.					
DOCUMENT PROCESSING DATA						
14.				INDEXED		
				ABSTRACTED		
				FILE NUMBER		

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